

INDEX TO
THE SCHOOL ADMINISTRATOR
VOLUMES 121 TO 160 INCLUSIVE
(Symbol 133-5 Designates Volume 133, Page 5)

Accounting Forms and Procedures	135-4
Accounts Payable Voucher	134-5
Approval of	136-5
Accounts Payable Voucher Register.....	138-7
ADA Flat Grant Distribution.....	142-3
	129-4
Additional Appropriations	127-6
Additional Pupil Count - Vocational Education.....	156-6
Administrative Expense.....	129-4
Agreements	
Joint Services and Supply	152-3
Annual Report of Employees Names, Address, Duties and Compensation (100R)	160-5
Annual Report of School Corporation.....	138-3
Annual Report of Extra-Curricular	146-3
Annuity Accounts.....	147-3
	140-6
Application for Free or Reduced Meals	158-6
Appreciation Stipends - Bonuses	146-5
Appropriations - Transfer.....	135-3
Appropriations - Encumbrances	124-6
Approval of Claims	136-5
Attendance Officer.....	128-3
Attorney General - Opinions	
Compensable Injury	140-5
Health Service Fees	155-6
Quorum for School Board Action.....	151-5
School Board Member - Lucrative Office	140-3
Audiometer Tests	135-6
Audits and Audit Assistance.....	152-5
	148-3
Audits, A-133.....	146-5
Average Daily Membership	123-6
Bad Checks	124-3
Band Uniforms.....	134-3
Bank Statements	129-2
Benefits	144-3
Bids Opening.....	123-4
Boards of Finance - Meeting	132-4
Board of School Trustees - Employees	144-2
Compensation	151-4
Quorum	151-5
Bond Tax Anticipation Warrants.....	157-5
Bonds and Coupons - Pay of	135-5

Bonds - Official	
Faithful Performance of Duty.....	149-3
Individual and Blanket	149-3
Minimum Annual Premium	149-3
Treasurer Extra-Curricular Account.....	149-3
Treasurer School Corporation	149-3
Bonds - General Obligation	122-3
Bonuses - Appreciation Stipends	146-5
Budgets	
Appropriations	144-4
Final Action.....	152-4
Bus Drivers	
Contracts	147-5
Employment	136-4
Fleet Contractors	136-4
Independent Contractors.....	136-4
Insurance Withholdings.....	136-4
Methods of Payment	129-4
Non-Instructional Employees	136-4
Cafeteria Vending Machines	127-10
Capital Projects Fund	158-2
127-9	
Cash Change Fund	126-4
Certified Checks	133-3
Charges for Use of School Facilities	139-4
Choir Outfits	134-3
Claims	
Accounts Payable Vouchers	134-5
Approval by the Board.....	136-5
Register of.....	138-7
Vendors	136-5
121-4	
COBRA.....	131-7
Common School Fund Bonds	148-2
Compensatory Time - Fair Labor Standards Act.....	138-6
Computer Consortium Advancements and Training Grants.....	125-6
Computer Review.....	153-8
Conflict of Interest	144-4
142-4	
124-5	
Construction Contracts, Report of	150-2
Construction Funds and Appropriations	145-2
Contracts Reviewed by Board	121-2
Between Governmental Units.....	152-2
Including Travel Expense	149-2
Retiring Employees	127-4
Contracts with Private Schools.....	153-2
Court Filing Fees	130-4
Credit Cards	156-5
Crossings	135-4

Data Processing Services by a Bank	145-3
Deceased Employees - Payments	146-5
Deferred Compensation	132-3
Dependent Children - Transfer Tuition	150-5
Depositories Approved	153-2
	150-7
	134-6
Depository Contracts	160-4
Disposition of Old Outstanding Checks	134-3
Donations	140-6
Drop Out Reports	159-4
Drug Free Workplace	130-8
Dual Office Holding - School Board Member	148-4
	140-3
 EDP - Access to Vendor Systems	143-5
Education Technologies	125-6
Educational License Fees	141-5
	138-5
Election Board Duty - Leave	144-3
Electronic Funds Transfer	130-6
Electronic Funds Transfer – School Lunch	159-7
Employees=Compensation	
Assignment of Wages	132-3
Compensable Injury	140-5
Deceased Employees	146-5
Dues Deducted	132-3
National Guard Duty	143-4
Payment to Bank	160-5
Employee Moving Expenses	151-4
Encumbered Appropriation	124-6
Energy Programs and Capital Projects Fund	153-5
	127-9
Energy Savings	159-5
Errors and Omissions Insurance	151-5
	132-5
Evaluation by North Central Association	131-9
Exclusive or Franchise Contracts	147-5
Extra-Curricular Accounts	
Annual Report	146-3
Booster Clubs	145-5
Claims	137-7
Concessions, Ticket Takers and Payments	130-5
Donations and Gifts	140-6
Fees	150-4
	145-5
General Fund	153-4
Information	142-4
Investments	155-5
Math and Spellbound Bowls	140-5
Membership Dues	156-6
Payroll	130-5
Receipts and Disbursements	145-5
Student Activity Fund	153-4
Trips by Employees	130-5

Eye Protection Devices	139-3
Federal Projects	157-2
Fees	150-4
Examiner Identification	151-5
Final Budget Action	152-4
Financial Assistance for School Children	147-4
Financial Institutions Tax	149-4
148-5	
142-5	
Fixed Assets	134-6
131-9	
Foreign Exchange Students	153-2
Foreign Exchange Teachers	153-3
Forms	
Approval Process - Computer	146-4
133-4	
Approval Process Update	134-5
515	124-7
Revisions	135-4
Spreadsheet Software	158-5
Year 2000	145-6
Franchise or Exclusive Contracts	147-5
Free Textbooks	128-5
Funds	
Capital Projects	118-5
Cash Change	126-4
Joint Services and Supply	152-3
Transportation	117-5
Garnishment of Salaries and Wages	123-5
General Obligation Bonds	122-3
Gifts	140-6
Ghost Employment	159-3
Governing Body	155-6
138-4	
136-5	
128-4	
Group Insurance	160-6
143-3	
Guaranteed Energy Savings Contacts	153-5
127-9	
Heath Insurance Premiums	160-6
Health Service Fees	155-6
Holding Corporations	153-3
148-3	
141-7	
126-3	
Home Rule	144-5
Hours Worked, Record of	140-4
123-4	

Indebtedness	141-4
Insurance	
Compensation	144-5
Damage Receipts	155-5
Errors and Omissions	151-5 132-5
Group	143-3
Property Damage and Liability	151-5
School Lunch Employees	136-3
Self	122-4
Teacher	131-4
Interest Income	129-5
Interest Rates - Written Obligations	147-3
Interlocal Agreements	152-2
Internal Control Suggestions	158-4
Internal Revenue Service Requirements	144-2
Internet	156-7 144-2
Investments	
Accounting for	141-6
Cash Managements	134-4
Extra-Curricular Accounts	155-5
Government Securities	129-5
Interest From	129-5
Joint Programs	148-3
Public Funds	134-4
Repurchase Agreements	121-3
Safekeeping Receipts	150-3
Joint Programs - Real Estate	148-3
Joint Services and Supply	152-3
Jury Duty	144-3
Lease of School Owned Property	125-2
Lease Purchases	148-4
Lease Rental Payments - Holding Corporations	153-3
Leased Vehicles and Mileage Expense	151-7
Leave of Absence - National Guard Duty	143-4
Leave - Teachers	137-2 127-5
Legal Advertising	156-3 153-8
List of Outstanding Checks (Annual)	120-6
Loans	
Advancements to Depleted Funds	145-4
School Bus	150-3
Tax Anticipation Warrants	131-5
Lucrative Office - School Board Member	140-3

Math and Spellbound Bowls.....	140-5
Meals Provided.....	157-3
Membership Dues in Organizations	124-6
Minimum Wage and Overtime.....	130-4
Moving Expense - Employee.....	151-4
Names of Students No Longer Enrolled.....	159-4
National Guard Duty - Leave for Employees.....	143-4
New Financial Reporting Model	149-2
Non-Instructional Employees	131-3
Non-Session School Activities.....	146-2
North Central Association Evaluation.....	131-9
Notary Public	144-3
Official Bonds	
Blanket and Individual	149-3
Deputy Treasurer	149-3
Minimum Annual Premium	149-3
Treasurer Extra-Curricular Account.....	149-3
Treasurer of School Corporation	149-3
131-4	
Open Door Law	139-5
Opening of Bids by Committee.....	123-4
Optical Imaged Checks	141-6
Option to Purchase Agreement.....	148-4
Organization Meeting - Governing Body	155-6
138-4	
Outstanding Check (Annual List of), Dispositions	134-3
120-6	
Payments	
Bonds and Coupons.....	135-5
Compensable Injury	140-5
Due Deceased Employees.....	146-5
Foreign Exchange Teachers	147-4
Group Health Insurance Premiums	160-6
Lease Rental Contracts.....	153-3
School Aid Bonds	151-6
Tuition Fees for Teachers	129-3
Payroll Deductions	
Assignment of Wages	132-3
Teacher Assignments and Dues	132-3
131-4	
Petty Cash.....	133-3
Policing School Crossings.....	135-4
Primetime Tuition Transfer	126-5
Prison Manufactured Articles	149-5
Private Schools	153-2
Promotion Expense of School Corporation	130-4
129-3	

Property Tax Advances	139-4
Protective Devices.....	139-3
Public Depositories.....	133-4
Public Entity Risk Pools.....	130-8
Public Purchases.....	149-5
	130-7
	126-4
Public Records	121-5
Public Works	160-3
	150-6
Publication of Annual Report.....	138-3
Purchases	
Computer Hardware and Software.....	128-6
School Buses	141-4
Through State Contracts	130-7
Real Estate for Joint Programs	152-3
	148-3
Receipt Forms	140-8
Records - Public	121-5
Records of Hours Worked	140-4
	123-4
Reimbursements by Holding Corporations.....	126-3
Rental	
Joint Real Estate	152-3
	148-3
Option to Purchase Agreements	148-4
Textbooks.....	159-4
Reorganized School Corporations	
Attendance Officer.....	128-3
School Aid Bonds	151-6
Retainage on Public Works Contracts.....	160-3
Retirement Deductions.....	155-3
	126-3
Retirement Fund Reports	159-5
Retiring Employees Contracts.....	127-4
Revision of Forms	135-4
Risk Pools	130-8
Sabbatical or Sick Leave for Teachers.....	127-5
Safekeeping Receipts - Investments.....	150-3
Sale of Bonds - Receipts.....	145-2
Sale of Property.....	130-3
	125-2
Sales Tax	122-4
School Aid Bonds - Payment.....	151-6
School Board - Employees.....	144-3

School Bus	
Drivers Contracts.....	158-2
	147-5
	136-4
Insurance.....	136-4
Loans.....	150-3
School Crossings	135-4
School Employees and Officials	
Extra-Curricular Trips	130-5
Summer Employment.....	146-3
Travel Expense	149-2
School Lunch	
Electronic Funds Transfer	159-7
Employees=Insurance	136-3
Form Revisions	158-6
	154-3
Prepaid Food.....	143-3
Free Lunch Applications	154-4
Insurance.....	146-5
Receipt Accounts	136-3
Self-Insurance	122-4
Separation of Powers	140-4
Serving Two Units	140-3
Severance Benefits	151-7
	146-3
Single Audits	136-6
Social Security.....	160-6
	156-2
	152-2
	148-2
	144-2
	137-8
	136-2
Special Education - Joint Projects.....	152-3
Special Education - Preschool	155-6
Spreadsheet Software.....	158-5
Student Help.....	143-5
Students No Longer Enrolled - Names of.....	159-4
Substitute Teachers	141-2
Summer School	
Retirement Deductions.....	146-3
Supplemental Service Teachers=Contract.....	140-4
Supplemental Tuition Support - Annual Report.....	120-7
Tax Anticipation – Indiana Bond Bank	157-5
Tax Anticipation Warrants	157-5
	141-3

Taxes	
Advance of Property.....	139-4
Electronic Funds Transfer (EFT), State Tax Liability.....	140-7
State Sales.....	122-4
Special Fuel.....	137-7
	125-7
Teachers	
Accumulated Sick Leave.....	131-7
Aides	131-3
Appreciation Stipends - Bonuses	146-5
Contracts	128-6
Contracts - Supplemental Service.....	140-4
Deferred Compensation	132-3
Exchange - Foreign	147-4
Extra-Curricular Trips	130-5
Insurance	131-4
Leave	137-2
Minimum Salary.....	128-6
Retirement Fund.....	159-5
	155-3
	126-3
	119-5
Sabbatical.....	127-5
Severance Benefits	151-7
	146-3
Sick Leave (Pay for Unused).....	131-7
Substitute	141-2
Tuition Fees.....	129-3
Vocational Agriculture	137-6
Technology Fund Objects and Expenditures	151-8
	150-6
Technology Grants	136-7
Temporary Advancements to Depleted Funds.....	145-4
Temporary Loans	131-5
Tests	
Audiometer	135-6
Visual Acuity.....	133-2
Textbooks	
Calculations.....	145-6
Free and Reduced Applications	146-5
Rentals	159-4
Storage.....	124-3
	123-3
Transfers of Appropriations	
General Fund	135-3
Transfer Tuition	
Charges.....	142-3
Children with Disabilities	152-3
Dependent Children	150-5
Form 515 - Calculation	139-7
	138-4
Form 515 – Revision	158-6
Foreign Students	153-2
Primetime	126-5

Statements and Instructions	158-6
	138-4
	124-8
Transportation Fund	157-4
	135-7
	127-8
Travel Expense	151-7
	149-2
	146-4
	137-6
Tuition Fees - Payment for Teachers	129-3
 Unemployment Compensation	137-7
 Vending	127-10
Vendor-s Claims	121-4
Visual Acuity Tests	133-2
Vocational Agriculture Teachers	137-6
 Withholdings.....	144-2
Workmen-s Compensation	140-5
 Year 2000.....	144-6